



Online Training Registration Instructions

You can take an online course to learn about different aspects of Medicaid billing. To access online training, go to <https://ghptraining.webex.com>.

Live Sessions

Live Sessions will occur at a scheduled date and time. Live Sessions are hosted by GHP provider field representatives. Live Sessions are real-time and similar to sitting in classroom-style training. You will have the ability to ask questions and even interact with the GHP Web Portal. You can search upcoming sessions by selecting the **Upcoming** tab. A list of upcoming courses appears.

As with other courses, you are required to register for live sessions. You can register any time before you attend the live session.

If you will be using the GHP training site for the first time, please log in 15 minutes prior to the start of your meeting. This will allow you to download any necessary components to use the training site successfully.

To register for a live session, do the following:

1. Under the Training Center section, select the **Today, Upcoming, Daily, Weekly or Monthly** tab to find a course. The courses will display according to the sort order and date range. For example, the **Weekly** tab displays all courses offered by week.
2. To register for a live course, click the appropriate highlighted link in the **Topic** column. A session information page appears.
3. Click the **Registration** link at the top of the page. The Registration page appears.
4. Scroll down and complete the registration information and click **Register**. A registration confirmation page appears.
5. Click **OK**. WebEx immediately sends you an e-mail to confirm your registration. It also includes instructions for joining your session.

To join the live session, do the following:

1. When it is time for your scheduled class, click the link provided in the e-mail you received from WebEx. This link is specific to the course for which you registered. The **Join Training Session** page appears.
2. Enter your registration ID and password in the appropriate fields. You can find both at the top of your registration confirmation e-mail.
3. Click **OK**. The **Join Teleconference** window appears with the telephone number and pass code necessary for you to join the conference call.

We will be adding additional online courses throughout the year. Check our WebEx Web site, <https://ghptraining.webex.com>, often for online courses. If you are interested in attending a classroom training session in your territory, please check the Banner Messages section of the GHP Web Portal for upcoming Provider Assistance Meetings (PAMs). Links are provided in each banner message for registration on the www.signup4.net Web site for your specific territory.